



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
SECONDARY EDUCATION DEPARTMENT

## NOTIFICATION

The 18th September, 2019

No. ASE.31/2013/128.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following rules regulating the recruitment and the conditions of service of the teaching and non-teaching employees appointed to the Assam Secondary Education (Provincialised Schools) Service, namely:-

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| Short title,<br>commencement<br>and application | <p>1. (1) These rules may be called the Assam Secondary Education (Provincialised Schools) Service Rules, 2018.</p> <p>(2) They shall come into force on the date of their publication in the Official Gazette.</p> <p>(3) These rules shall apply to the employees appointed for teaching and non teaching purpose in the Senior Secondary Schools, Higher Secondary Schools, Assam high Madrassa and High Schools which have been provincialised under the Assam Secondary Education (Provincialisation) Act. 1977, (Assam Act No XIX of 1977), Assam Venture Educational Institutions (Provin-</p> |
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cialisation of Services) Act 2011 (Assam Act no XVII of 2011), Assam Junior Colleges (Provincialisation) Act, 2012 (Assam Act No XV of 2012) and Assam Education (Provincialisation of Services of Teachers and Re-organisation of Educational Institutions) Act, 2017 (Assam Act No XXV of 2017).

**Definition**

2.

In these rules, unless there is anything repugnant in the subject or context :-

- (a) "Act" means the Assam Secondary Education (Provincialisation) Act, 1977, (Assam Act No XIX of 1977), Assam Venture Educational Institutions (Provincialisation of Services) Act, 2011 (Assam Act no XVII of 2011), Assam Junior Colleges (Provincialisation) Act, 2012 (Assam Act No XV of 2012), Assam Education (Provincialisation of Services of Teachers and Re-Organisation of Educational Institutions) Act, 2017 (Assam Act no XXV of 2017);
- (b) "Appointing authority" means-
  - (i) Director of Secondary Education, Assam in respect of the cadres of Principal, Headmaster/ Superintendent;
  - (ii) Inspector of Schools of the concerned District in respect of the cadres of Vice Principal, Post Graduate Teacher, Demonstrator, Assistant Headmaster/ Superintendent, Graduate Teachers, Under Graduate Teacher and non-teaching staff;
- (c) "Appointment" means assignment of service issued by the Appointing Authority to a person selected in accordance with the provisions of these rules;
- (d) "Director" means the Director of Secondary Education, Assam;
- (e) "District Promotion Committee" means the District Promotion Committee constituted as referred to under rule 16(4) of these rules;
- (f) "District Selection Committee" means the Selection Committee constituted as referred to under rule 16(2) of these rules;

- (g) "Employee" means an employee whose services have been provincialised under the Assam Secondary Education (Provincialisation) Act, 1977, Assam Venture Educational Institutions (Provincialisation of Services) Act, 2011, Assam Junior Colleges (Provincialisation) Act, 2012 and includes an employee appointed against a regular sanctioned post in a Senior Secondary School (Jr College), Higher Secondary School, High School or a High Madrassa;
- (h) "Government" means the State Government of Assam;
- (i) "Graduate Teacher" means and includes the category of Assistant Teacher, Classical teacher of Higher Secondary or Senior Secondary (erstwhile Junior College) or High Madrassa or a High School including amalgamated Higher Secondary and Senior Secondary and High Schools for whose appointment the minimum qualification is Graduate in Arts/ Science/ Commerce from recognized University including Demonstrators of a provincialised Higher Secondary School or a Senior Secondary School;
- (j) "Headmaster" means the Headmaster of a High School;
- (k) "High School" means High School including a High Madrassa imparting education up to class X, which fall under the purview of the Assam Secondary Education (Provincialisation) Act, 1977 or any other subsequent legislation enacted by the State Government;
- (l) "Higher Secondary School" or Higher Secondary and Multi Purpose School imparting education up to class XII in Arts, Science and Commerce stream, which fall under the purview of the Assam Secondary Education (Provincialisation) Act, 1977 or any other legislation enacted by the State Government; School including amalgamated Higher secondary and High schools;
- (m) "Junior Teacher" means the Under-Graduate teacher of a Higher Secondary or a High School including amalgamated Higher secondary and High schools ;

- (n) "Managing Committee" means the School Management and Development Committee of Higher Secondary or a High School and Governing body of Senior secondary School approved by the appropriate authority as notified by the State Government, for carrying out the management of the School;
- (o) "Member" means the member of the service;
- (p) "Post Graduate Teacher" means the category of Post Graduate Teachers in the Subject of Arts /Science/Commerce stream, vocational stream including the Commercial Computer Application of a Higher Secondary School, Senior Secondary School for whose appointment the minimum qualification is Post-Graduate Degree in Arts/ Science/ Commerce or in vocational subject from recognized University for imparting education minimum from class IX to XII and such other classes as may be assigned by the Principal of the School;
- (q) "Principal" means the Principal of a Senior Secondary School and Higher Secondary or Higher Secondary and Multipurpose School;
- (r) "Pre-primary School" or Pre-primary Class" means school imparting education prior to class-I and it includes classes prior Class-I as notified by official gazette;
- (s) "School Selection Committee" or "Selection Committee" means the School Selection Committee constituted under Rule 16(1) of these rules;
- (t) "Secondary Education" means such education as is designed to meet the needs of the stage of primary education and upto the stage of Degree or Diploma education controlled by any university established by law in India or by a board constituted by Government for this purpose;
- (u) "Select list" means the select list of candidate in order of merit recommended by the respective Selection Committee to the Appointing Authority for appointment;



- (v) "State Selection Board" or "Selection Board" means the State Selection Board constituted under rule 16 (3) of these rules;
- (w) "Schedule" means the schedule appended to these rules;
- (x) "Senior Secondary School" means and includes erstwhile Junior Colleges imparting education up to class XII in Arts, Science and Commerce stream, which fall under the purview of the Assam Junior Colleges (Provincialisation) Act. 2012 or any other legislation enacted by the State Government including amalgamated Higher Secondary and High Schools;
- (y) "Superintendent" means the Superintendent of a High Madrassa;
- (z) "Teacher" means and includes all Assistant Teachers/Subject Teacher, Faculties including Principal, Vice-Principal, Headmaster, Superintendent, Assistant Headmaster, Assistant Superintendent and Demonstrator of a Higher Secondary or a High School including amalgamated Higher Secondary and High schools whose services have been provincialised under the Assam Secondary Education (Provincialisation) Act. 1977, any other subsequent Act and also includes a teacher appointed against a regular sanctioned post in a Senior Secondary, Higher Secondary or a High School/ Madrassa;
- (za) "Tutor" means a tutor whose services have been provincialised under Assam Education (Provincialisation of Services of Teachers and Re-organisation of Educational Institutions) Act 2017 (Assam Act no XXV of 2017)
- (zb) "Year" means the calendar year according to the Gregorian Calendar;
- (zc) The words and expressions used herein and not defined but defined in Assam Secondary Education (Provincialisation) Act. 1977 also have the same meaning as assigned to them under the Act.

**Classes and  
Cadres**

3. (1) The Service in provincialised School shall consist of the teaching and non-teaching staff as in Schedule-III. The teaching staff shall consist of the following classes and cadres, each one of those constituting a distinct and separate cadre as on the commencement of these rules, namely:-
- (a) Class-I (Senior.) :- It includes the cadre of -
    - (i) Principal;
  - (a) Class-II :- It includes the cadres of -
    - (i) Vice Principal;
    - (ii) Post Graduate Teacher;
    - (iii) Headmaster/Superintendent;
  - (b) Class-III :- It includes the cadres of -
    - (i) Assistant Headmaster/Assistant Superintendent;
    - (ii) (a) Graduate Teacher, (b) Hindi Teacher having Bachelor Degree from any recognized University; (c) Classical Teacher (Sanskrit/Arabic/Language Teacher) having Bachelor Degree from any recognized University (d) Assamese Language Teacher;
    - (iii) Demonstrator;
    - (iv) Music Teacher;
    - (v) Under Graduate Teacher/Junior Classical Teacher/Junior Hindi Teacher;
    - (vi) Craft Teacher.
- (2) The non-teaching staff in provincialised School shall consist of the following classes and cadres on the date of commencement of these rules, namely:-
- (a) Class-III :- It includes the cadres of -
    - (i) Senior Assistant;
    - (ii) Junior Assistant.
    - (iii) Library Assistant
  - (b) Class-IV: - It includes the cadres of -
    - (i) Laboratory Bearer;
    - (ii) Peon/Chowkidar.

(3) The service may also include:-

(i) Any post equivalent to a post in any of the cadre mentioned in sub-rule (1) and (ii) Any cadre or post declared by the Government to be cadre of the service.

(ii) Each cadre in sub-rule (2) of rule 3 shall form an independent cadre and members of any cadre shall have no claim for appointment at any cadre except in accordance with provision of these rules.

(iii) The service may also include post equivalent to post of any cadre mentioned in sub-rule (2) of rule 3 and any post that may be declared by the Government from time to time as cadre post of the service.

- Recruitment to  
the post of  
Grade-IV  
employees

4. (1) Recruitment to the cadre of Grade-IV posts under rule 3(2) (b) in the office of the Higher Secondary/Senior Secondary School/High School or High Madrassa shall be made by direct recruitment on the basis of the selection of the School Selection Committee constituted under rule 16(1) in the manner hereinafter prescribed under sub-rule (2) and in accordance with the guidelines provided by the State Government in Personnel Department.

(2) (i) Before the end of each year, the Head of the Institution, where the vacancy exists or likely to occur in the next year, shall submit the proposal for filling up the said vacancy of the post to the Inspector of Schools for approval.

(ii) The Member-secretary of the Selection Committee shall ascertain the vacancy position with sanction number, allotment and retention order of those posts from the concerned Inspector of Schools and invite applications through an advertisement to be published in two local newspapers.

(iii) The School Selection Committee shall prepare a select list containing the names of eligible candidates double the number of vacancies by holding Written Test as per selection procedure prescribed in Schedule-II and shall forward the same to the Inspector of Schools of the concerned district for approval.

(iv) After receipt of the select list under sub-clause (iii), the Inspector of Schools shall prepare a final select list equal to the number of vacant posts on the basis of the marks secured by each candidate in the criteria prescribed in Schedule-I and publish the select list in the office notice Board or in such other places as the Inspector of School may consider fit and proper.

(v) After approval and publication of the select list under sub-clause (iv) the Inspector of School shall appoint the candidates in order of preference in the select list by observing all necessary formalities.

(vi) No appointment in any manner shall be made by any authority except in accordance with the procedure prescribed above.

(vii) The validity of the select list shall not exceed beyond one year from the date of its publication by the Inspector of School.

Recruitment to  
the post of  
Junior Assistant,  
Library  
Assistant and  
selection  
procedure  
thereof

5. (1) Recruitment to the cadre of Junior Assistant and Library Assistant as mentioned under rule 3(2)(a)(ii) and (iii) for the office of the Senior Secondary School/ Higher Secondary School/High School or High Madrassa shall be made by direct recruitment on the basis of the selection of the District Selection Committee constituted under rule 16(2) in the manner prescribed under sub-rule(3) and of guidelines issued from time to time by the Education Department by a notification in the manner prescribed under sub-rule (3).

- (2) Five percent of the total posts of Junior Assistant of a District shall be filled up by direct recruitment from the candidates amongst the Grade-IV staff of the Schools under the concerned district having requisite qualification with five years experience of continuous service as Grade-IV and remaining posts shall be filled up by direct recruitment from the open competition in the manner prescribed under sub-rule (3).
- (3) (i) Before the end of each year the Inspector of School who is the Member-secretary of the District Selection Committee, shall ascertain the vacancy position of the posts with sanction number, allotment and retention order of the posts and invite applications through an advertisement to be published in two local newspapers.
- (ii) The Member-secretary shall prepare a list of eligible candidates and submit to the District Selection Committee after scrutiny of the applications. The District Selection Committee shall verify documents in respect of academic qualification and marks sheet of the respective examination and calculate the marks secured by a candidate in respect of the respective examination and the written test in the manner as specified in schedule-II and on the basis of total marks secured by a candidate in respect of the academic marks secured in the respective examinations and the written test under schedule II, prepare a select list in respect of as many candidates equal to the number of vacancies.
- (iii) The select list so prepared by the District Selection Committee shall be submitted to the Director who shall after necessary verification as may be required, approve the select list and publish the same in the office notice Board or in such other places as the Director may consider fit and proper.
- (iv) After approval and publication of the select list under sub-clause (iii) the Appointing Authority shall appoint the candidates in order of preference from the select list by observing all formalities.
- (v) No appointment in any manner shall be made by any authority except in accordance with the procedure prescribed above.

(vi) The validity of the select list shall not exceed beyond one year from the date of its publication by the Director.

Recruitment by  
promotion to the  
post of Senior  
Assistant and  
procedure  
thereof

6. (1) The post of Senior Assistant in the Higher Secondary or High School shall be filled up on promotion from the Junior Assistant of the Schools under the District according to the district seniority having minimum 7 years experience of continuous service subject to satisfactory annual confidential report for last 3 consecutive years in the manner hereinafter provided.

(2) (i) Before the end of each year, the Appointing Authority shall make an assessment of the likely number of vacancies of Senior Assistant to be filled up by promotion in the next year.

(ii) The appointing authority shall collect the following information with regard to eligible candidates for promotion from the concerned School.

(a) Information about numbers of vacancies along with the reserved quota against the vacancies;

(b) A list of candidates in order of seniority who are eligible for promotion;

(c) Character rolls and other relevant records of the candidates;

(iii) The District Promotion Committee constituted under rule 16(4) shall verify the records pertaining to seniority and merits and prepare the select list equal to the number of vacancies.

(iv) The Inspector of School shall issue promotion order from the select list prepared under sub-rule (iii).

(v) The validity of the select list shall not exceed beyond one year.

Recruitment to  
the post of  
Under Graduate  
(Intermediate)

7. (1) The Recruitment to the post in the cadre of Under Graduate (Intermediate) Teachers in provincialised High School/ High Madrasa and Higher Secondary Schools shall be made by direct recruitment in the manner hereinafter provided under sub-rule(2).

Teacher and  
selection  
procedure  
thereof

- (2) (i) Before the end of each year the Inspector of School who is the Member-secretary of the District Selection Committee constituted under rule 16(2), shall ascertain the vacancy position of the posts with sanction number, allotment and retention order of the posts and invite applications through an advertisement to be published in two local newspapers.
- (ii) The Member-secretary shall prepare a list of eligible candidates and submit to the District Selection Committee after scrutiny of the applications. The District Selection Committee shall verify documents in respect of academic qualification and marks sheet of the respective examination and calculate the marks secured by a candidate in respect of the respective examination in the manner as specified in schedule-II and on the basis of total marks secured by a candidate in respect of the academic marks secured in the respective examinations under schedule II, prepare a select list in respect of as many candidates equal to the number of vacancies.
- (iii) The select list so prepared by the District Selection Committee shall be submitted to the Director who shall after necessary verification as may be required, approve the select list and publish the same in the office notice Board or in such other places as the Director may consider fit and proper.
- (iv) After approval and publication of the select list under sub-clause (iii) the Appointing Authority shall appoint the candidates in order of preference in the select list by observing all formalities.
- (v) No appointment in any manner shall be made by any authority except in accordance with the procedure prescribed above.
- (vi) The validity of the select list shall not exceed beyond one year from the date of its approval by the Director.



Recruitment to  
the post of  
Graduate  
Teacher, Post  
Graduate  
Teacher and  
selection  
procedure  
thereof

8. (1) The Recruitment to the post in the cadre of Graduate Teachers, Post Graduate Teacher including Subject Teacher in Vocational Subjects in provincialised High School/High Madrasa, Higher Secondary Schools and Senior Secondary School shall be made by direct recruitment in the manner prescribed under sub-rule(2).

(2) (i) Before the end of the year the Member-secretary of the District Selection Committee constituted under rule 16(2), shall ascertain the vacancy position of the posts in the cadre of Graduate Teacher, Post Graduate Teacher including Subject Teacher in Vocational Subjects in provincialised High School/High Madrasa, Higher Secondary Schools and Senior Secondary School with sanction number, allotment and retention order of those posts and invite applications through an advertisement to be published in two local newspapers.

(ii) The Member-secretary shall prepare a list of eligible candidates and submit to the District Selection Committee after scrutiny of the applications. The District Selection Committee shall verify documents in respect of academic qualification and marks sheet of the respective examination and calculate the marks secured by a candidate in respect of the respective examination in the manner as specified in schedule-II and on the basis of total marks secured by a candidate in respect of the academic marks secured in the respective examinations under schedule II, prepare a select list in respect of as many candidates equal to the number of vacancies.

(iii) The select list so prepared by the District Selection Committee shall be submitted to the Director who shall after necessary verification as may be required, approve the select list and publish the same in the official notice Board or in such other places as the Director may consider fit and proper.

(iv) After approval and publication of the select list the Appointing Authority shall appoint the candidates in order of preference in the select list by observing all formalities.

(v) No appointment in any manner shall be made by any authority except in accordance with the procedure prescribed above.

(vi) The validity of the select list shall not exceed beyond one year from the date of its approval by the Director.

- Age            9.    A candidate for direct recruitment to the service shall be within the age limit prescribed by the Government Notification issued from time to time:

Provided that the upper age limit may be relaxed for the candidates belonging to the Scheduled Castes and the Scheduled Tribes as per Government order issued from time to time.

Academic and  
professional  
qualification

10. (1) The academic and professional qualification for direct recruitment shall be as in Schedule-III.
- (2) In addition to such academic and professional qualifications mentioned in Schedule-III, for direct recruitment to the posts, candidates shall have to appear and pass in the Teachers Eligibility Test (TET) in the concerned cadre, conducted by the Government scoring a minimum of 60% marks in case of Un-reserved category candidates and minimum of 55% marks in case of Scheduled Castes/Scheduled Tribes/Other Backward Classes and Persons with disabilities candidates:

Provided that for the teachers working regularly against sanctioned post in a Graduate post or Intermediate post, as the case may be, in any provincialised High School or Higher Secondary School or Senior Secondary School for a minimum period of 15 years having requisite academic and professional qualification for the post of Post Graduate Teacher or Graduate Teacher, as the case may be, appearing and qualifying in TET shall be optional and they shall be awarded with a weightage of

60 marks for their 15 years of continuous teaching experience and those who have appeared and qualified in the TET shall get the TET qualified marks in lieu of the weightage given for the experience:

Provided further that any experienced teacher who has appeared but could not secure the minimum qualifying 60 marks in the TET, shall be awarded at least 60 marks in respect of their experience if he or she has already completed 15 years of teaching experience. Any marks secured by such experienced teacher over and above 60 qualifying marks in TET shall be counted additionally in respect of TET for such teacher for the purpose of selection for the post of Post Graduate Teacher and Graduate Teacher as the case may be;

- (3) The teachers engaged on contractual basis in a provincialised Higher Secondary/ High School under the scheme “strengthening of secondary education” shall be given preference for recruitment to the post of Graduate teachers by awarding total 50 bonus marks for their services as contractual teachers, i.e. 25 marks for one year and another 25 marks for completion of two years of service as contractual teacher, subject to consideration for a maximum period of two years.
- (4) The teachers working continuously on Fixed pay basis (other than contractual teachers) in a provincialised Higher Secondary School or High School/Madrassa shall be given preference for recruitment to the post of Graduate teachers by awarding 50 bonus marks for their service as Fixed Pay teachers provided they have requisite academic and professional qualification.
- (5) In addition to the academic and professional qualification as per sub-rule (1), the candidate must satisfy the following criteria:-
  - (i) In case of Assamese Medium School, the candidate must have passed HSLC or equivalent Examination with Assamese language as one of the subjects or having

Diploma in Assamese language issued by the Axom Sahitya Sabha or read up to HSLC level in Assamese medium School;

- (ii) In case of Bengali Medium School, the candidate must have passed HSLC or equivalent Examination with Bengali language as one of the subjects or having Diploma in Bengali language issued by the Barak Upatyaka Bangya Sahitya O Sanskriti Sammelan or read up to HSLC level in Bengali medium School;
- (iii) In case of Hindi Medium School, the candidate must have passed HSLC or equivalent Examination with Hindi language as one of the subjects or read up to HSLC level in Hindi medium School;
- (iv) In case of Bodo Medium School, the candidate must have passed HSLC or equivalent Examination with Bodo language as one of the subjects or read up to HSLC level in Bodo medium School;
- (v) In case of English Medium School, the candidate must have passed HSLC or equivalent Examination with Alternative English as one of the subjects or read from Class XI onwards in English medium School:

Provided that for recruitment of teacher for teaching MIL subject, the candidate who passed HSLC examination with particular MIL subject shall be considered.

Physical fitness 11.

A candidate for direct recruitment shall be,-

- (a) of sound health both mentally and physically and free from organic defect or bodily infirmity which is likely to interfere with the efficient performance of his duties; and
- (b) required to undergo medical examination before appointment to the service.

Recruitment of  
Principal and  
procedure  
thereof

12. (1) The posts of the Principal in provincialised Higher Secondary Schools shall be filled up by direct recruitment from the candidates amongst the cadre of Post Graduate Teachers of Senior Secondary and Higher Secondary School and Graduate Teachers of Higher Secondary School as per procedure under sub-rule(5).

(2) The posts of the Principal in provincialised Senior Secondary Schools shall be filled up by direct recruitment from the candidates amongst the cadre of Post Graduate Teachers of Senior Secondary and Higher Secondary School as per procedure under sub-rule(5).

**Explanation:** The Senior Secondary and Higher Secondary School shall include any Senior Secondary and Higher Secondary School in the State.

(3) The minimum qualifications for appointment to the post of Principal in Higher Secondary School and Senior Secondary School shall be as follows:-

- (i) The candidate must be M.A./M.Sc./M.Com with B.T/B.Ed degree from any recognized University having uniform good academic career. In respect of Hindi Teacher having degree qualification, the Hindi 'Parangat' and 'Nishanat' shall be considered instead of B.T/B.Ed;
- (ii) The candidate must have rendered at least 15 years of service as Post Graduate Teachers in any of the provincialised Higher Secondary /Senior Secondary School; or
- (iii) The candidate must have rendered at least 5 years of service as Vice-Principal in any of the provincialised Higher Secondary School; or
- (iv) The candidate must have 17 years of teaching experience as Graduate Teacher in any Higher Secondary School.
- (v) The age of the candidates must not be more than 57 years as on the first January of the year of recruitment:

Provided that the service and teaching experience acquired in a School during provincialised period shall be counted. The period rendered prior to provincialisation of the School shall not be counted.

- (vi) The candidate must possess commanding personality, administrative ability, leadership skills and integrity.
- (4) The Government in the Secondary Education Department shall issue Office Memorandum with detail recruitment procedure for the post of Principal. There shall be also detail guidelines for assessment of merits of the candidate such as leadership, administrative ability, integrity, academic career etc.
- (5) (i) Before the end of each year, the Inspector of School who is the Member Secretary of the District Selection Committee constituted under rule 16(2), shall make an assessment of the number of vacancies to be occurred in the cadres of Principal and to be filled up in the next year within the district,
  - (ii) The Inspector of Schools shall invite applications from the intending eligible candidates through an advertisement to be published at least in two widely circulated local news papers including School Notice Board.
  - (iii) On receipt of applications from the eligible candidates the District Selection Committee after scrutiny of the applications, shall hold an interview and prepare a panel of names of three candidates against each vacancy for the district on the basis of qualities such as leadership skills, administrative ability, integrity and commanding personality.
  - (iv) The panel of names so prepared by the District Selection Committee shall be forwarded to the State Selection Board constituted under rule 16(3), for preparation of a select list.



(v) After receipt of the panel under sub-clause (iv), the State Selection Board shall prepare a district-wise select list equal to the number of vacancies and publish the same in the office notice Board or in such other places as the Director may consider fit and proper.

(vi) After approval and publication of the select list under sub-clause (v), the Appointing Authority shall appoint the candidates in order of preference in the select list by observing all formalities.

(vi) No appointment in any manner shall be made by any authority except in accordance with the procedure prescribed above.

(viii) The select list so prepared and approved shall be in force for one year from the date of its approval by the State Selection Board.

Recruitment to  
the post of Vice  
Principal and  
selection  
procedure  
thereof

13. (1) The post of the Vice Principal of a Higher Secondary School shall be filled up by promotion on the basis of combined seniority in the concerned School from the candidates amongst the Post-Graduate Teachers and Graduate Teachers on the recommendation of the District Promotion Committee constituted under rule-16(4), and as per eligibility criteria under sub-rule (2).
- (2) Eligibility for the post of Vice Principal in Higher Secondary School shall be as follows:-
  - (a) He must be M.A/M.Sc/M.Com from any recognized University;
  - (b) He must have at least 10 years of teaching experience as Post Graduate Teacher or 12 years of teaching experience as Graduate Teacher in a Higher Secondary School;
  - (c) In case of amalgamated Higher Secondary School, the Headmaster of ME/MV School having requisite qualification and working as ex-officio Vice Principal in the



scale of pay of substantive post held by them and 10 years of experience as Headmaster /Ex-officio Vice-Principal in both ME/MV and amalgamated school may also be eligible for selection as Vice Principal:

Provided that their service shall be counted from the date of getting graduate scale of pay in their earlier school if otherwise eligible.

- (d) In case of amalgamated Higher Secondary School, the Assistant Teacher of ME/MV School having requisite qualification and 15 years of teaching experience in both ME/MV and amalgamated school, may also be eligible for selection as Vice Principal;
- (e) In case of a Higher Secondary School having amalgamation with LP school, the teacher of erstwhile LP school having requisite qualification and 20 years of teaching experience in both LP and amalgamated school may also be eligible for selection as Vice Principal;
- (3) The selection shall be based on satisfactory Annual Confidential Report for last 3 consecutive years and seniority of service in Graduate scale of pay as per procedure provided under sub-rule (4):
  - (4) (i) Before the end of the year the Inspector of Schools shall make an assessment of the number of vacancies to be occurred in the cadres of Vice Principal to be filled up by promotion in the next year.
  - (ii) The Inspector of Schools shall call particulars in the prescribed format from the eligible candidates/teachers of the School for filling up of the vacancies through promotion. The Member-Secretary shall receive the applications from candidates and submit them to the District Promotion Committee constituted under rule 16(4).
  - (iii) The District Promotion Committee shall verify the records pertaining to seniority and merits and prepare the select list equal to the number of vacancies.

(iv) The select list so prepared by the District Promotion Committee shall be submitted to the Director who shall after necessary verification as may be required, approve the select list and publish the same in the office notice Board or in such other places as the Director may consider fit and proper.

(v) After receipt of approval of the Director on the select list, the Inspector of School shall issue promotion order from the approved select list.

(vii) The select list so prepared and approved shall be in force for one year from the date of its approval.

Recruitment to  
the post of  
Headmaster/  
Superintendent  
and procedure  
thereof

14. (1) The post of Headmaster of a High School and Superintendent of a High Madrassa shall be filled up by promotion from the candidates amongst the Graduate Teachers as per District-wise seniority list on the recommendation of the District Selection Committee constituted under rule 16(2). The selection of Headmaster and Superintendent shall be based upon seniority and satisfactory Annual Confidential Report for last 3 consecutive years as per procedure provided under sub-rule (3):

Provided that the seniority of the Graduate Teacher shall be determined from the date of receiving Graduate scale of pay by the respective Assistant Teacher.

- (2) Eligibility for the post of Headmaster/Superintendent in High School/High Madrassa as the case may be shall be as follows:-
- (a) He must be B.A/B.Sc/B.Com with B.T/B.Ed degree from any recognized University. In respect of Hindi Teacher having degree qualification, the Hindi 'Parangat' and 'Nishanat' shall be considered instead of B.T/B.Ed;
  - (b) He must have at least 10 years of teaching experience as Graduate Teacher:

Provided that the Graduate teacher shall include the cadre of Assistant Headmaster for the purpose of selection to the post of Headmaster and the seniority of the Assistant Headmaster

shall be counted from the date of joining as Graduate Teacher with graduate scale of pay:

Provided further that in case of amalgamated High School where ME/MV school has been amalgamated, the Assistant Headmaster is eligible for selection as Headmaster subject to the condition that the incumbent should have at least 15 years of teaching experience as graduate teacher including the period of service in the erstwhile ME/MV School.

- (3) (i) Before the end of the year the Inspector of Schools shall make an assessment of the number of vacancies to be occurred in the cadres of Headmaster/Superintendent and to be filled up by promotion in the next year.
- (ii) The Inspector of Schools shall call particulars in the prescribed format of the eligible candidates/teachers for filling up of the vacancies through promotion. The Member-Secretary shall hold the process of the applications and submit them to the District Selection Committee.
- (iii) The District Selection Committee shall hold interview category wise and prepare a panel of select list double the number of vacancies of the concerned district.
- (iv) The select list so prepared by the District Selection Committee shall be submitted to the State Selection Board. The State Selection Board after necessary verification as may be required, shall prepare a district-wise select list equal to the number of vacancies and publish the same in the office notice Board or in such other places as the Director may consider fit and proper.
- (v) After publication of the select list, the Appointing Authority shall issue promotion order from the approved select list.
- (vi) The validity of the select list shall not exceed beyond one year from the date of its publication by the Director.

Recruitment to  
the post of  
Assistant  
Headmaster/  
Assistant  
Superintendent  
and procedure  
thereof

15. (1) The post of Assistant Headmaster of a High School and the Assistant Superintendent of a High Madrassa shall be filled up by promotion from the candidates amongst Graduate Teachers of the same school on the recommendation of the District Promotion Committee constituted under rule 16(4), and as per eligibility criteria under sub-rule (2).
- (2) Eligibility for the post of Assistant Headmaster/ Assistant Superintendent in High School/ High Madrassa as the case may be, shall be as follows:-
  - (a) He must be B.A/B.Sc/B.Com from any recognized University;
  - (b) He must have at least 10 years of teaching experience as Graduate Teacher in a High School/High Madrassa;
  - (c) In case of amalgamated High School the Headmaster of ME/MV School is eligible for selection as Assistant Headmaster subject to the condition that the incumbent should have at least 5 years of experience as Headmaster in ME School if he is a founder Headmaster and 10 years of experience as Headmaster in ME School if he is not the founder Headmaster of the ME School if otherwise eligible.
  - (d) In case of High School having amalgamation with ME/MV school, the Assistant Teacher must have degree qualification with 15 years of continuous service in amalgamated school together with the ME/MV School.
  - (e) In case of a High School having amalgamation with LP school, the teacher of erstwhile LP school having degree qualification and 20 years of teaching experience in both LP and amalgamated school may also be eligible for selection as Assistant Headmaster if otherwise eligible.
- (3) The selection shall be based on satisfactory Annual Confidential Report for last 3 consecutive years and seniority of service in Graduate scale of pay as per procedure provided under sub-rule (4).

(4) (i) Before the end of the year the Inspector of Schools shall make an assessment of the number of vacancies to be occurred in the cadres of Assistant Headmaster/Assistant Superintendent and to be filled up by promotion in the next year.

(ii) The Inspector of Schools shall call particulars in the prescribed format of the eligible candidates/teachers for filling up of the vacancies through promotion from the School. The Member-Secretary shall hold the process of the applications and submit them to the District Promotion Committee.

(iii) The District Promotion Committee shall verify the records pertaining to seniority and merits and prepare the select list equal to the number of vacancies.

(iv) The select list so prepared by the District Promotion Committee shall be submitted to the Director who shall after necessary verification as may be required, approve the select list and publish the same in the office notice Board or in such other places as the Director may consider fit and proper.

(v) After receipt of approval of the Director on the select list, the Inspector of School shall issue promotion order from the approved select list.

The validity of the select list shall not exceed beyond one year from the date of its approval.

- Committee and Board      16. (1) There shall be a School Selection Committee in each School for selection of Non- teaching Staff of School as follows:-
- (a) Chairman : The President of the School Management Committee (SMC) or SMDC or GB where there is no separate SMC;
- (b) Member : (i) One retired Principal/ Headmaster or an officer under State Education Service to be nominated by Inspector of Schools of the concerned district;

(ii) One parent to be nominated by the School Management Committee (SMC) or SMDC where there is no separate SMC;

(c) Member-secretary: The Principal/ Headmaster/Superintendent of the School/Madrassa

(2) There shall be a District Selection Committee in each District for selection of Principal, Headmaster, Superintendent, Post Graduate Teacher, Graduate Teacher, Under Graduate Teacher, Junior Assistant, Library Assistant as follows:-

- (i) Deputy Commissioner of the concerned district or his nominee, not below the rank of an Additional Deputy Commissioner --- ----- Chairman;
- (ii) Inspector of Schools ---- -- Member-secretary;
- (iii) One retired Principal/ Headmaster or an officer under State Education Service to be nominated by Deputy Commissioner ----- Member.
- (iv) One Principal of a Higher Secondary or Senior Secondary School to be nominated by the Inspector of School ----- Member.
- (v) One Headmaster of a High School or Superintendent of a High Madrassa to be nominated by the Inspector of School ----- Member
- (vi) In addition to above, there shall be a Subject Expert in case of selection of Post Graduate Teacher and Graduate Teacher, wherever necessary;

Explanation: Atleast one member should belong to SC/ST community and one member should be women.

(3) There shall be a State Selection Board at the State level to be constituted by the State Government for recommendation of candidates for the cadre of Principal of a Higher Secondary School and Headmaster/Superintendent of High School/Madrassa with the following members:-



- (i) Senior most Secretary to the Government of Assam, Secondary Education Department or his nominee not below the rank of a Joint Secretary in the Department

----- Chairman;

- (ii) Director of Secondary Education, Assam ----- Member-secretary;

- (iii) One educationist either an officer of the Assam Education Service or a Principal of a Higher Secondary School, to be nominated by the Government ----- Member.

- (4) The District Promotion Committee for promotion of Vice Principal, Headmaster/Superintendent, Assistant Headmaster/Assistant Superintendent and Senior Assistant shall consist of the following members:

Chairman : Deputy Commissioner of the concerned district or his nominee not below the rank of an Additional Deputy Commissioner;

Member : District Elementary Education Officer of the concerned District;

Member-secretary: Inspector of Schools.

Disqualification 17. (1) No person shall be eligible for appointment to the Service unless:

(a) He is a citizen of India; and

(b) If he has more than one living wife or in case of a female candidate who has married a person who had already one wife living;

Provided that the Government may, if satisfied that there are special grounds for doing so, exempt any person from operation of this clause.

- (2) No person who attempts to canvas his candidature directly or indirectly by any recommendation in written or oral or by other means, shall be appointed to the Service.

- (3) No person who is not permanent resident of Assam shall be eligible for appointment in any post of the School.



- |                           |     |   |
|---------------------------|-----|---|
| Reservation               | 18. | In all cases of appointment by direct recruitment as well as by promotion there shall be reservation in favour of candidates belonging to Scheduled Caste and Scheduled Tribes as per provisions of the Assam Scheduled Caste and Scheduled Tribes (Reservation of Vacancies in Service and Post) Act 1978 and Rules framed there under. There shall also be reservation of candidates belonging to Backward Classes as per Government instruction contained in Office Memorandum No TAD/OBC/1/2004/55 31/05/2005 for direct recruitment only. Reservation in favour of women candidates as per provisions of the Assam Women (Reservation of Vacancies in Service and Post) Act, 2005 the Person with Disabilities (Equal opportunities, Protection of Right and Full Participation) Act, 1995 shall also be followed in direct recruitment. |
| Joining time              | 19. | A person shall join within 15 days from the date of receipt of the order of appointment or promotion, failing which the appointment shall be cancelled unless the Appointing Authority extends the period, which shall not, in all, exceed two months.  |
| Training                  | 20. | A member of the service may be required to undergo such training as Government may prescribe.   |
| Examination<br>Duty       | 21. | A member of the service shall perform the examination duty assigned by the competent authority or the Board of Secondary Education or the Higher Secondary Education Council.   |
| Discharge or<br>reversion | 22. | <p>A temporary or officiating member shall be liable to be discharged or reverted back to the lower cadre of the service or to his original service, if</p> <ul style="list-style-type: none"><li>(i) he fails to render satisfactory service during his tenure of service in the cadre and fails to make sufficient use of the opportunities given during any training as may be prescribed by the Government from time to time; and/or</li><li>(ii) it is found on subsequent verification that he was initially</li></ul>  |

not qualified for the appointment or that he had furnished incorrect information with regards to his appointment in the earlier post or in the appointment in the present post.

Accountability  
to the Managing  
Committee

23. (1) Subject to overall control and supervision of the Director of Secondary Education, all teaching and non-teaching employees of the school shall be accountable and remain subject to the control of the School Managing Committee of the Schools or the School Managing and Development Committee hereinafter referred as SMDC where there is no separate School Managing Committee.
- (2) All teaching and non-teaching employees of the School shall render their services under the control and supervision of the Head of the Institution and if so required their services may be utilized for teaching in the lower classes.

Seniority

24. (1) The seniority of a member in a cadre appointed by direct recruitment shall be determined according to the order of preference in the respective select list finally approved under rule 8(2) in respect of Post Graduate Teacher or Graduate teacher, if he joins the appointment within 15 days from the date of receipt of the order of appointment or within the extended period as mentioned in rule 19.
- (2) If a member of the service in a cadre fails to join the appointment within the initial 15 days of receipt of the order of appointment or within the extended period as mentioned in rule 19, but joins later, his seniority shall be determined in accordance with the date of joining.
- (3) The seniority of a member of the service in a cadre who joins in a School otherwise than by direct recruitment i.e. on transfer or otherwise shall be determined as per the date of joining in the School in the concerned cadre. If a member joins in the School

through transfer from School of other district, the seniority shall be determined from the date of his joining in the School in the concerned cadre and the seniority in earlier School of other district or in the same school in a different cadre shall not be taken into account.

- (4) The seniority of the Graduate Classical Teacher of Hindi, Sanskrit, Arabic, Persian, Assamese, Bodo etc having degree qualification from any recognized University shall be counted at par with other Graduate Teachers for consideration of promotion to the next higher post:

Provided that the seniority of such Classical Teachers in the Graduate posts shall be counted from the date of his acquiring the degree qualification from recognized University.

- (5) In case of amalgamation of ME/MV/LP School with other Higher Secondary School/High School under the scheme Siksha Kheta, the employees of the amalgamated school shall be given seniority with effect from the date of joining on substantive appointment or regularization:

Provided that in case of Graduate Teachers the seniority shall be counted from the date of getting salaries meant for a Graduate Teachers:

Provided further that in case of contractual teachers the seniority shall be counted from the date of absorption in the sanctioned post carrying regular time scale of pay.

- (6) The seniority of the Headmaster of a ME/MV school subsequently amalgamated with Higher Secondary/High School shall be counted from the date of getting pay in the Graduate scale of pay.
- (7) If the date of joining in the School is same between two or more member of service in a cadre, the inter-se seniority shall be determined taking into account their date of birth.

- Gradation list      25. (1) Gradation list in respect of posts in the cadre of non-teaching staff shall be prepared and published by the Appointing Authority every year containing the name of all members of the service cadre-wise for each School in order of seniority and such other particular as date of birth, date of joining in the present cadre, date of joining in service, community to which belongs (SC,ST etc), Educational and professional qualifications etc as per procedure under sub-rule (3) below:
- (2) Gradation list in respect of posts in the cadre of teacher shall be prepared and published by the Appointing Authority every year containing the name of all members of the service cadre-wise for all Schools under the district in order of seniority and such other particular as date of birth, date of joining in the present cadre, date of joining in service, community to which belongs (SC,ST etc), Educational and professional qualifications etc as per procedure under sub-rule (3) below:
- (3) The draft Gradation list shall be published by the Appointing authority for every district in the beginning of each calendar year inviting objection from each incumbent by endorsing a copy of the same. The incumbent concerned shall be allowed to submit objection if any, within a stipulated period which shall not be less than 7 days. The final Gradation list shall be published with due address of each objection if any, by the appointing authority. Any appeal in this regards will be taken up by the next higher authority i.e. the Director of Secondary Education in case the appointing authority is Inspector of School and the Secretary to the Government of Assam, Secondary Education Department in case the appointing authority is the Director of Secondary Education.
- (4) The draft common Gradation list in respect of Graduate Teacher and Post Graduate Teacher of Higher Secondary School or Higher Secondary and Multipurpose School shall be published

by the Inspector of School as per procedure under sub-rule(2) above. Thereafter, the Inspector of Schools shall finally publish the same with due address of each objection. Any appeal in this regards will be taken up by the next higher authority i.e. the Director of Secondary Education.

**Pay**

26. (1) All appointment in the service shall be made in the time-scale of pay as may be prescribed by the Government from time to time. The scale of pay admissible to the members of the different cadres are shown in Schedule-III subject to revision as may be made by the Government from time to time.
- (2) In respect of the existing employees the pay and allowances applicable to them prior to coming in force of these rules shall be protected.

**Probation and Confirmation**

27. (1) Subject to availability of a permanent vacancy in the respective cadre, a member shall be placed, according to seniority on probation against the permanent vacancy for a period of two years before he is confirmed against the permanent post:

Provided that the period of probation may be for good and sufficient reason be extended by the Appointing Authority for any special period not exceeding another period of two years:

Provided further that the period of probation may be curtailed or dispensed with in any case for good and sufficient reasons by the Appointing Authority.

- (2) A member of the service shall be placed on probation under sub-rule (1) shall be confirmed against a permanent post subject to the following conditions:-

- (i) he has completed the period on probation to the satisfaction of the appointing Authority in accordance with sub-rule (1);
- (ii) he has successfully undergone the training and passed the Departmental Examination, if any, prescribed by the Government under rule 24.

- (3) If confirmation of a member is delayed on account of his failure to qualify for such confirmation he shall lose his position in order of seniority vis-à-vis such of his junior might be confirmed earlier than him. His seniority shall however be restored on his confirmation subsequently.

Scheme for  
Amalgamation  
of schools under  
Siksha Khetra

28. (1) Under Siksha Khetra-a scheme for amalgamation and merger of schools, the schools situated in same campus or in any nearby area may be amalgamated/ merged and all the schools are brought into one single administrative and academic unit.
- (2) In case LP or ME/MV School or both are amalgamated with a High School, all the teachers and other staff of the LP or ME or both Schools shall be the employee of the amalgamated School and their services shall be at the disposal of the Secondary Education Department. The Headmaster of the High School shall continue after amalgamation. The post of Headmaster of ME School shall be re-designated as Assistant Headmaster with the same pay scale to be held by the existing Headmaster of the ME/MV School without requiring the qualification for the post of Assistant Headmaster. However, after cessation of the services of the incumbent of the post of such Assistant Headmaster, the vacancy shall be filled up as per normal procedure stipulated in the Service Rules. The staff pattern shall be fixed as per existing norms for a High School and the excess teaching and non-teaching employees shall be posted elsewhere against the vacant post with their seniority of the earlier school.
- (3) In case ME/MV school is amalgamated with a Higher Secondary School or Senior Secondary School, all the teachers and other staff of the ME/MV School shall become the employee of the amalgamated School and their services shall be at the disposal of the Secondary Education Department. The post of Headmaster of the ME/MV School shall be re-designated as the Ex-officio Vice Principal of the School with same pay scale to be held by the



existing Headmaster of the ME/MV School without requiring the qualification for the post of Vice Principal. However, after cessation of the services of such Ex-officio Vice-Principal, the vacancy shall be filled up as per normal procedure stipulated in the Service Rules and the incumbent shall be considered for the selection of candidates for filling up the said post in regular manner. The staff pattern shall be fixed as per existing norms for a Higher Secondary School and the excess teaching and non-teaching employees if any, shall be posted elsewhere against the vacant post with their seniority of the earlier school.

- (4) In case a High School is amalgamated with the Senior Secondary School (erstwhile Junior College) or Higher Secondary School, all the teachers and other staff of the High School shall be the employee of the amalgamated Senior Secondary School or Higher Secondary School. The Principal of the Senior Secondary School/Higher Secondary School shall continue after amalgamation. The post of Headmaster of High School shall be re-designated as Vice Principal with same pay scale to be held by the existing Headmaster of the High School without requiring the qualification for the post of Vice Principal. However, after cessation of the services of such Vice Principal, the vacancy shall be filled up as per normal procedure. The staff pattern shall be fixed as per existing norms for a composite Higher Secondary School and the junior excess teaching and non-teaching employees shall be posted elsewhere against the vacant post with their seniority of the earlier school:

Provided that in the event 2 or more High Schools are amalgamated, the senior most incumbent shall hold the post of Vice Principal and other shall be ex-officio Vice Principal with scale of pay meant for the Vice Principal:

Provided further that in the event one ME/MV school is amalgamated with a Higher Secondary School, the Headmaster of the amalgamated ME/MV school who is otherwise eligible for



the post of Vice Principal shall be re-designated as Vice Principal with his existing pay structure.

Transfer of  
employee

29. (1) If the State Government is of the view that an existing educational institution needs to be merged to another educational institution for the reason such as less enrolment, lack of importance of the institution in view of establishment of the other such institution in nearby location etc, the existing staff of the School shall be transferred to nearby School where vacancy arises. Such transfer shall be treated as in the interest of public service and in this case his/her seniority shall be restored:

Provided that if there is severe public complaint against any employee of the School, the appointing authority with reason in writing may transfer such employee to any other School in the district.

- (2) Transfer, if on own request, of any employee from the school of one district to school of another district shall forfeit seniority of the earlier school.

Mode of  
employment

30. (1) The members of the service shall be employed by the Appointing Authority following the principle prescribed in these rules and in the best interest of public service.
- (2) The teachers appointed in a cadre shall be liable to teach in any classes either in higher classes or in any lower class on the basis of his/her qualification and experience.
- (3) The Post Graduate Teacher in the Senior Secondary School or Higher Secondary Schools shall be required to teach in lower classes i.e. the Class-IX and X and the Graduate Teacher having Post Graduate Degree who have been initially appointed for teaching in Class-IX and X, shall be required to teach in higher classes i.e. the Class-XI and XII in the relevant subject in which he/she has acquired Post Graduate Degree.

- Regularisation of Tutor**      31. (1) The tutor shall be regularized in the post of Teacher in appropriate cadre on obtaining prescribed educational and professional qualification within 5 years from the date of provincialisation of their services as tutor as per provision under section 8(3) of the Assam Education (Provincialisation of Services of Teacher and Re-organization of Educational Institutions) Act, 2017.
- (2) In case any tutor fails to obtain required educational and professional qualification within the stipulated period of 5 years, the tutor shall continue his service with the existing fixed pay.
- Other conditions of service**      32. (1) Except as provided in these rules, all matter relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by the general rules or order of the Government applicable to the employees of corresponding rank and cadre for the time being in force.
- (2) The conditions of service of the members, in respect of matter for which no provision has been made in these rules, shall be the same, as are for the time being, applicable to other officers of the Government of the corresponding rank and having similar functions.
- Relaxation**      33. Where the Government is satisfied that operation of any of these rules leads to undue hardship in any particular case, it may, dispense with or relax the requirement of that rule to such extent and subject to such conditions as it may consider necessary dealing with the case in a just and equitable manner:
- Provided that the case of any person shall not be dealt with any manner less favourable to him than provided in these rules.
- Interpretation**      34. If any question arises regarding interpretation of these rules- the decision of the Government shall be final and binding.

Repeal and  
savings

35.

The Assam Secondary Education (Provincialized) Service Rules, 2003, order or notifications corresponding to these rules and in force immediately before commencement of these rules are hereby repealed:

Provided that all orders made or action taken under the rules so repealed or under any general orders ancillary thereto, shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

### Schedule-I

(See rule 3)

Sl No	Name of posts	Scale of pay	Cadre strength		
			Perma nent	Temp orary	Total
1	2	3	4	5	6
1	Principal	Rs.30,000-110,000(PB-4) +GP 13,300			553
2	Vice-Principal	Rs.22,000-87,000(PB-3) +GP 11,500			487
3	Post Graduate Teacher				6391
4	Headmaster				2861
5	Superintendent				117
6	Assistant Headmaster	Rs.22,000-87,000(PB-3) +GP 9100			821
7	Assistant Superintendent				11
8	Demonstrator				456
9	Assistant Teacher for Technical Subject				38
10	Graduate Teacher	Rs.14,000-49,000(PB-2) +GP 8,700			35467
11	Hindi Teacher(Sr.)				5030
12	Classical Teacher (Sans)				1770
13	Classical Teacher (Arabic, Persi etc)				1841
14	Music Teacher				298
15	Assamese Language Teacher				397
16	Under Graduate/Junior Teacher Classical, Music, Hindi	Rs.14,000-49,000(PB-2) +GP 6,200			2388
17	Hindi Intermediate teacher				218
18	Jr. Teacher (Classical, Music, Hindi)				1106

19	Craft Teacher			270
20	Senior Assistant	Rs.14,000-49,000(PB-2) +GP 7,400		1031
21	Junior Assistant	Rs.14,000-49,000(PB-2) +GP 5,600		3748
22	Library Assistant			33
23	Laboratory Bearer	Rs.12,000-37,500(PB-1) +3,900		490
24	Grade-IV			7241

### Schedule-II

[See Rules 7(2) and 10]

#### (1) Criteria for Selection of Post Graduate Teacher:

- (I) 100 marks on percentage of marks in M.A/ M.Sc/ M.Com Examination;
- (ii) 100 marks on percentage of marks in B.A/B.Sc/B.Com Examination; [In case of Major/Hons, the marks obtained in Major/Hons. shall be taken into consideration]
- (iii) 100 marks on percentage of marks in HS Final Examination;
- (iv) 100 marks on percentage of marks in B.T/B. Ed. Examination;
- (v) 100 marks on percentage of marks in TET Examination or 60 marks for 15 years of experience as a Graduate teacher in provincialised High/Higher Secondary School having requisite academic and professional qualification, as the case may be. Any experienced teacher who has appeared but could not secure the minimum qualifying 60 marks in the TET, shall be awarded at least 60 marks in respect of their experience if he or she has already completed 15 years of teaching experience. Any marks secured by such experienced teacher over and above 60 qualifying marks in TET shall be counted additionally in respect of TET for such teacher for the purpose of selection for the post of Post Graduate Teacher;

**Explanation :** For the purpose of calculation of marks under the categories mentioned in clauses (1)(ii), (iii) and (iv) above, it may be clarified that if a candidate secures; for example 60% marks in the particular examination he/she secure 60 marks out of 100 marks allotted in the concerned examination.

- (vi) 10 marks for NCC Certificate (10 marks for 'C' Certificate and 5 marks for 'B' Certificate);
- (vii) 10 marks for participation in recognized sports at National level representing Assam;
- (viii) 10 marks for achievements in fine Arts and Cultural Activities representing the State officially at National level.

**(2) Criteria for Selection of Graduate Teacher:-**

- (i) 100 marks on percentage of marks in B.A/B.Com/B.Sc. Examination (in case of Major/Hons, the marks obtained in Major/Hons shall be taken into consideration).
- (ii) 100 marks on percentage of marks in HS Final Examination;
- (iii) 100 marks on percentage of B.T./B.Ed. Examination;
- (iv) 100 marks on percentage of marks in TET Examination or 60 marks for 15 years of experience as an Undergraduate/Junior Teacher in a provincialised High/Higher Secondary school having requisite academic and professional qualification. Any experienced teacher who has appeared but could not secure the minimum qualifying 60 marks in the TET, shall be awarded at least 60 marks in respect of their experience if he or she has already completed 15 years of teaching experience. Any marks secured by such experienced teacher over and above 60 qualifying marks in TET shall be counted additionally in respect of TET for such teacher;
- (v) **Explanation :** For the purpose of calculation of marks under the categories mentioned in clauses (1)(ii), (iii) and (iv) above, it may be clarified that if a candidate secures; for example 60% marks in the particular examination he/she secure 60 marks out of 100 marks allotted in the concerned examination.
- (vi) 50 marks @25 marks for one year of teaching experience as contractual teacher and another 25 marks for two years, subject to consideration for a maximum period of two years.
- (vii) 50 marks teaching experience for the teachers working continuously on Fixed pay basis (other than contractual teachers) in a provincialised Higher Secondary School or High School/Madrassa for their service as Fixed Pay teachers provided they have requisite academic and professional qualification.

- (viii) 10 marks for NCC Certificate (10 marks for 'C' Certificate and 5 marks for 'B' Certificate);
- (ix) 10 marks for participation in recognized sports at National level representing Assam;
- (x) 10 marks for achievements in fine Arts and Cultural Activities representing the State officially at National level.

**(3) Criteria for Selection of Language Teacher or Hindi Teacher or Classical Teacher:-**

- (i) 100 marks on percentage of marks in B.A Examination with the concerning language as one of the subjects or highest degree in the language i.e. Pravin/Ratna Examination in case of Hindi teacher; or in Shastri Examination in case of Sanskrit Teacher; or in MM Examination in case of Arabic teacher;
- (ii) 100 marks on percentage of marks in HS Final Examination;
- (iii) 100 marks on percentage of marks in B.T/B.Ed. Examination;
- (iv) 100 marks on percentage of marks in TET Examination; provided that a special TET shall be conducted for language teachers comprising of the subjects of Pedagogy and Child Development, Language concerned and General Knowledge;
- (v) 10 marks for NCC Certificate ( 10 marks for 'C' Certificate and 5 marks for 'B' Certificate);
- (vi) 10 marks for participation in recognized sports at National level representing Assam;
- (vii) 10 marks for achievements in fine Arts and Cultural Activities representing the State officially at National level.

**(4) Criteria for Selection of Under Graduate Teacher:-**

- (i) 100 marks on percentage of marks in B.A/B.Com/B.Sc. Examination (in case of Major/Hons, the marks obtained in Major/Hons shall be taken into consideration).
- (ii) 100 marks on percentage of marks in HS Final Examination;
- (iii) 100 marks on percentage of B.T./B.Ed./DIED. Examination;
- (iv) 100 marks on percentage of marks in TET Examination;
- (v) 10 marks for NCC Certificate (10 marks for 'C' Certificate and 5 marks for 'B' Certificate);
- (vi) 10 marks for participation in recognized sports at National level representing Assam;



- (vii) 10 marks for achievements in fine Arts and Cultural Activities representing the State officially at National level.

**(5) Criteria for Selection of Junior Assistant:-**

- (i) 100 marks on percentage of marks in Degree Examination ;
- (ii) 100 marks on percentage of marks in HS Final Examination;
- (iii) 100 marks on percentage of marks in HSLC/AHM Examination;
- (iv) 120 marks from written Test as follows;
  - (a) Test on language -40 marks; (Test on Assamese language in respect of the Assamese medium school; Test on Bengali language in respect of the Bengali medium school; Test on Bodo language in respect of the Bodo medium school; Test on English Language in respect of the English medium school);
  - (b) Test on General English-20 marks;
  - (c) Test on General Knowledge-20 marks (General knowledge shall comprise history, geography and culture of Assam);
  - (d) Test on Arithmetic-40 marks].
  - (e) The qualifying marks shall be 40% for un-reserved candidates and 36% for reserved candidates.
  - (f) After written test, 10 qualified candidates in order of merits against each vacancy shall be invited for Computer test:

Provided that in respect of any reserved vacancy, the candidates belongs to reserved category shall be considered for Computer Test.

- (v) Computer Test for 30 marks
  - (a) Test on Basic Computer -20 marks; Test on typing speed -10 marks].
  - (b) After Computer Test, the marks obtained in the Written Test and Computer Test shall be added together for each candidate.

**(6) Criteria for Selection of Library Assistant:-**

- (i) 100 marks on percentage of marks in Degree Examination ;
- (ii) 100 marks on percentage of marks in HS Final Examination;
- (iii) 100 marks on percentage of marks in HSLC/AHM Examination;
- (vi) 150 marks from written Test as follows;

- (a) Test on language -40 marks; (Test on Assamese language in respect of the Assamese medium school; Test on Bengali language in respect of the Bengali medium school; Test on Bodo language in respect of the Bodo medium school; Test on English Language in respect of the English medium school);
- (g) Test on General English-20 marks;
- (h) Test on General Knowledge-20 marks (General knowledge shall comprise history, geography and culture of Assam);
- (i) Test on Arithmetic-40 marks;
- (j) Test on Library Science-30;
- (k) The qualifying marks shall be 60% for un-reserved candidates and 55% for reserved candidates.

**(7) Criteria for Selection of Grade IV:-**

- (a) Written Test for 50 marks as follows:
  - (i) Test on language -30 marks (Test on Assamese language in respect of the Assamese medium school; Test on Bengali language in respect of the Bengali medium school; Test on Bodo language in respect of the Bodo medium school; Test on English Language in respect of the English medium school);
  - (ii) Test on General Knowledge-20 marks.
- (b) The qualifying marks shall be 40% for un-reserved candidates and 36% for reserved candidates.

**Schedule-III**

[See rules 10(1) (2)]

Minimum educational and professional qualifications for direct recruitment in the post of

- (i) **Post Graduate Teacher:-** Post Graduation with at least 50% marks (or its equivalent) from recognized University and Bachelor of Education (B.Ed.) from National Council for Teacher Education recognized institution, but degrees obtained from off-campus and distance education institution shall not be considered as valid;
- (ii) **Graduate Teacher:-** Graduate/Post Graduate from recognized University with at least 50% marks in either Graduation or Post Graduation (or its equivalent) and Bachelor of Education (B.Ed.) from National Council for Teacher Education recognized institution, but degrees obtained from off-campus and distance education institution shall not be considered as valid;
- (iii) **Under Graduate Teacher:-** As per academic and professional qualification prescribed by the National Council for Teacher Education (NCTE) for the post of Teachers in Lower

Primary and Upper Primary School, but degrees obtained from off-campus and distance education institution shall not be considered as valid;

- (iv) **Hindi Teacher:** Pravin/ Ratna in Hindi with 50% marks and degree qualification with 50% marks or post Graduate degree in Arts with 50% marks from any recognized University, but degrees obtained from off-campus and distance education institution shall not be considered as valid;

Or

B.A. with 50% marks and having Hindi as one of the subjects with 50% marks or Post Graduate degree in Arts with 50% marks provided that he has passed B.A. with one of the subjects as Hindi with 50% marks in Hindi;

And

- (v) B.T/ B.Ed degree from any recognized University [Parangat to be treated as B.Ed degree only for the purpose of Hindi teaching], but degrees obtained from off-campus and distance education institution shall not be considered as valid;

- (i) **Classical Teacher (Sanskrit, Arabic, Urdu, Persian etc):-** MM with 50% marks and degree qualification with 50% marks in concerned subject or post Graduate degree in Arts with 50% marks in concerned subject from any recognized University, but degrees obtained from off-campus and distance education institution shall not be considered as valid;

Or

B.A. with 50% marks and having Arabic as one of the subjects with 50% marks or Post Graduate degree in Arts with 50% marks provided that he has passed B.A. with one of the subjects as Arabic with 50% marks in Arabic;

And

B.T/ B.Ed degree from any recognized University, but degrees obtained from off-campus and distance education institution shall not be considered as valid;

- (vi) **Classical Teacher (Assamese Language, Manipuri Language):-** B.A with Hons/ Major in the concerned subject with 50% marks and B.T/B.Ed degree from any recognized University, but degrees obtained from off-campus and distance education institution shall not be considered as valid;

- (vii) **Music Teacher:-** B. Music or equivalent with 50% marks in degree qualification from any recognized University, but degrees obtained from off-campus and distance education institution shall not be considered as valid;

- (ii) **Craft Teacher:-** Diploma/Certificate from ITI in appropriate Grade with minimum 60% marks.
- (viii) **Junior Assistant:-** Graduate from any recognized University with one year Degree/Diploma in Computer application from Government recognized Institute, but degrees obtained from off-campus and distance education institution shall not be considered as valid;
- (ix) **Library Assistant:-** Graduate from any recognized University with Diploma in Library Science, but degrees obtained from off-campus and distance education institution shall not be considered as valid;.
- (x) **Grade-IV:-** HSLC passed or as per Circular/Guidelines issued by the Personnel Department, but degrees obtained from off-campus and distance education institution shall not be considered as valid;

**PREETOM SAIKIA,**  
Commissioner & Secretary to the Govt. of Assam,  
Secondary Education Department.